

North Los Angeles County Regional Center
Administrative Affairs Committee Meeting Minutes

May 27, 2015

Present: Dan Becerra and Tavia Wooley – Committee Members
Diane Ambrose, Jennifer Kaiser, Michele Marra, Vini Montague, Kim Rolfes,
and George Stevens – Staff Members

Absent: Jenean Glover and Debra Newman

I. Call to Order

Dan called the meeting to order at 6:19 p.m.

II. Public Input - There was no public input.

III. Consent Items

A. Approval of Revised Agenda

M/S/C (T. Wooley/D. Becerra) To approve the revised agenda as presented.

B. Approval of Minutes from April 29th Meeting

M/S/C (T. Wooley/D. Becerra) To approve the minutes as presented.

IV. Committee Business

A. Review NLACRC's Contract with DDS for FY 2015-16 - *Deferred*

DDS has not sent us our contract as yet, but when they do, we will share it with this committee; probably at the July 29th committee meeting.

B. Financial Report

The center's operations budget is \$38,428,260 with no projected surplus or deficit. The purchase of service (POS) budget is \$290,255,698 with a projected deficit of \$16,965,552. The financial report also includes information about the center's administrative and direct operating expenses. Year to date, our operating expenses are at 13.3%, which is under the 15% cost cap.

C. Update on Credit Line and Cash Flow

Vini completed a cash flow projection through August. We may have to borrow up to \$6 million in June at a cost of \$2,625 per week.

D. Late Bill Report

The late bill summary showed that our late bills are averaging 17.52%, which is fairly typical.

E. Intermediate Care Facility (ICF) State Plan Amendment (SPA) Summary

By fiscal year, the amount of cash disbursed by NLACRC but not reimbursed by ICF providers is:

1. FY 2014-15: \$2,028,929
 2. FY 2013-14: \$ 88,222
 3. FY 2012-13: \$ 66,540
- Total: \$2,183,691

F. ARCA POS Expenditure Report

According to the report, 18 of the 21 regional centers are projecting a POS deficit for this fiscal year which collectively ranges between \$146 and \$158 million. This report also shows where each regional center is in relation to one another's POS budgets in the following categories:

1. Projected POS deficit: NLACRC is 2nd
2. Per capita by allocation: NLACRC is 13th
3. Per capita by expenditures: NLACRC is 13th
4. Percent deficit to contract: NLACRC is 6th
5. Percent change to original SOAR: NLACRC is 4th

G. Approval of Contracts

1. The Adult Skills Center (TASC)
2. CBEM, LLC (1st Amendment)
3. Acres
4. R&D Transportation Services, Inc.

M/S/C (T. Wooley/D. Becerra) To recommend that the Board of Trustees approve the contracts, as presented, with The Adult Skills Center, CBEM, Acres, and R&D Transportation.

5. CBEM, LLC (Revised Board Resolution)
6. Lifenvest, Inc. dba Blue Livin' Supports
7. PathPoint

M/S/C (T. Wooley/D. Becerra) To recommend that the Executive Committee approve the contracts with CBEM, Lifenvest, and PathPoint, as presented, on behalf of the Board of Trustees.

H. Human Resources Report

Copies of the summary were distributed and reviewed. The summary included the following information:

1.	FY 2014-15 authorized positions	428
2.	Open positions on hold	0
3.	Open positions vacant	-17
4.	Separations	-3
5.	Sub-total	408
6.	New hires	9
7.	Positions filled	417

The current annual turnover rate is 0.06%. Michele reported that once we receive our contract allocation from DDS, she and Vini can begin developing the staffing plan for next fiscal year.

I. Review and Approve Committee's Critical Calendar for FY 2015-16

Copies of the draft critical calendar were provided and reviewed. There are no changes between this calendar and the one for this fiscal year.

M/S/C (T. Wooley/D. Becerra) To approve the committee's critical calendar as presented.

J. 3rd Quarter Report on PRMT Transactions

During the 3rd of FY 2014-15, the center paid \$6,660.80 in ongoing fees and \$16,044.43 in investment management fees for a total of \$22,705.23. Attached to the report was an explanation of the trust fees and how they are calculated.

- K. Recommend to the Board to authorize an officer to secure insurance in June for next fiscal year.

M/S/C (T. Wooley/D. Becerra) To recommend to the Board of Trustees that they authorize the executive director or the chief financial officer to obtain insurance binders and purchase insurance for FY 2015-16.

V. Items for the Next Board Meeting

The following items were identified for the committee's section of the June 10th board meeting agenda:

- A. Minutes of May 27th Meeting
- B. Financial Report
- C. Approval of Board Resolutions:
 - 1. Change of Officer Resolution (City National Bank)
 - 2. Resolution for City National Bank Supersedure Agreement
 - 3. Change of Officer Resolution (U.S. Bank)
- D. Approval of Contracts:
 - 1. The Adult Skills Center (TASC)
 - 2. CBEM, LLC (1st Amendment)
 - 3. Aacres (1st Amendment)
 - 4. R&D Transportation
- E. Authorize Officer to Secure Insurance in June for FY 2015-16

VI. Announcements/Information/Public Input

- A. Complete Meeting Evaluations

Dan asked the committee members to please complete evaluation forms after the meeting and submit them to him with any comments.

- B. Next Meeting: Wednesday, July 29th, at 6:15 p.m. (no June meeting)

VII. Executive Session

M/S/C (T. Wooley/D. Becerra) To go into executive session at 7:13 p.m.

- A. Lease Agreement

VIII. Adjournment

Dan adjourned the meeting at 7:35 p.m.

Submitted by,

Jennifer Kaiser

Jennifer Kaiser
Executive Assistant

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